

# December

## Important Dates to Remember

- December 11th Remote pay will open
- December 14th Last Day of December Payroll
- December 18th Payroll Closes @ **3:00 PM.**
- December 31ST PAYDAY

Click [here](#) to download PAYROLL CALENDAR

## December Payroll

All payroll records (remote pay and sub records) for the December check will close on **Tuesday December 18th at 3:00 pm.** Due to the time crunch this month we may not be able to make corrections or additions to payroll after it is closed. If you have an EMERGENCY call us and we will see what we can do, but most mistakes, (missed/late timecards) will be taken care of after the break!

Helpful Hints for a smooth December Payroll:

- \* Please DO NOT ask for timecards early!
- \* Kindly remind your faculty/staff that it is very important for them to turn in their timecards on time this month.
- \* Enter your "EXTRA DUTY" (i.e. I.I.L.) as soon as remote pay opens.
- \* Enter all employee leave and subs DAILY!
- \* PAYDAY is December 31st, but we won't be back in the office until January 2nd, so it is **very important** that we all make every effort to pay people correctly the first time around!

## I.I.L (Instructional Improvement Leaders)

The first half of I.I.L should be paid this month. If you have not received the I.I.L. pay breakdown from either your Principal or your JSSC Chair, please check with them ASAP so you can start getting everything entered as soon as remote pay is open.

- \* Pay HALF of the total I.I.L. allocation now.

The other half will be paid on the April 30th check

- \* To pay a total of \$80.00, enter 1 unit @ \$80.00
- \* Please include comments (i.e. JSSC Chair, Department Chair etc.)
- \* To enter I.I.L. pay for someone not tied to your location (i.e. Psychologists, Speech/Language Pathologist, etc.) go to Remote Pay Assignments under "Non-location Employees". (You will need their Employee ID #)

## ILP Conferences

If you had teachers who missed ILP conferences, please remember to enter leave or LWOP on the teacher comp day November 21st. November 21st is a Teacher Comp Day for doing ILP conferences. If you have a teacher who missed conferences, leave (or LWOP) should be entered with comments.

Enter leave or LWOP on 11/21/18 for missed conferences:

Missed 1 night=4 hrs Misses both nights =8 hrs

- \*Secondary schools that only did one night of conferences for first term enter 4 hrs.

## Friendly Reminders

- \* PLEASE make sure you haven't entered any leave/subs on the 3 day Thanksgiving Break (November 21-23rd). "DELETE/CLEAR" any absences that have been entered in error.
- \* PLEASE, PLEASE, PLEASE make sure your part-time employees have NOT included hours on their timecards for the 3 days of Thanksgiving Break. Pay special attention to part-timers who exceed their "Max" hours this month.
- \* Remember Part-time employees cannot "make -up" hours missed due to holidays because these are non-contract days.

Example: An employee who works 19.5 hours per week is authorized for 3.9 hours per day. So on a 2 day work week (like Thanksgiving Break) they would only work a total of 7.8 hours .

This can vary for employees who regularly work more hours on some days than on others (i.e. an employee who works 5 hours per day Monday through Thursday and is off on Fridays). They can work their normal schedule on Monday and Tuesday.

## PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)	LESLIE(25176)
HOLLY (25327)	KATHY (25326)
ELIZABETH(25232)	TAMI (25348)
AMY (25285)	CINDY (25324)



### W-2's for 2018 Tax Year

W-2's for the 2018 tax year will be available via the Payroll Management screen before the end of January. Employees will be notified via e-mail when the W-2's have been posted.

### Substitute Procedures for Self-Contained Classrooms

When a teacher for a learning center or functional skills class will be absent from the classroom and requires a sub, the following are possible options.

1. Use the Aesop System to obtain a certified teacher as a sub for the classroom. The teacher will usually assign a TA in the classroom, most of the time the FT TA, to be responsible for the overseeing of the classroom routines and procedures and assist the sub in the duties left by the teacher.
2. If the classroom has one or more PT TA's they could sub for the teacher on their off hours. This would provide the classroom with a full day of coverage in the teacher's absence. If the TA subs for the teacher they should be paid at the sub rate since that is the job they are filling. (Please be aware that in some cases this is less than the TA's hourly rate)
3. Other PT employees at the school could be considered as a sub for the teacher.
4. If the teacher is going to be out for an extended amount of time it would be important to secure a long-term sub. Principals are welcome to work with the SPED District Office to see if they may be able to help find a qualified individual.
5. If the teacher will be absent from the classroom for a couple of hours, he/she may elect to not have coverage.

### Flexible Spending Reminders

Expenses for the 2018 tax year should be incurred by December 31, 2018, but the "Grace Period" allows expenses to be incurred until March 15, 2019

ALL receipts for 2018 must be submitted to National Benefit Services (NBS) no later than the last business day in March, which is Friday March 29th.

**NO EXCEPTIONS!! USE IT OR LOSE IT!**

NBS Claim Forms can be found on the Payroll Department website under "Flex /HSA" or download [here](#).

If you are mailing in your receipts to NBS, Keep a copy for your records.

**\*\*\*Last day to enroll in Flex Spending is January 15th**